Kansas Certified Sites Program

Application Instructions

Table of Contents

Kansas Certified Sites Program Overview

Introduction

The purpose of the Kansas Certified Sites program is to define benchmarks consistent with national economic development industry standards regarding the availability and development potential of commercial or industrial development sites. The criteria were established based on both the requirements of industry and the availability of data documentation. Site prequalification through the certified sites process provides a standardized tool by which both development professionals and business prospects can review prospective sites for compatibility with their development needs. The certification of a site is performed through a comprehensive review of many of the issues facing businesses and corporations as they search for areas to relocate or expand. These include the availability of utilities, site access, environmental concerns, land use conformance, and potential site development costs. Having a site “certified” reduces the risk associated with development of particular sites by providing up front and consistent information.

The activities undertaken during the pre-qualification process include those typically associated with a due diligence process. It is the responsibility of the buyer to review all obtainable and applicable information concerning a potential property acquisition and to determine if the risks associated with a particular parcel preclude its intended use. To this end, the pre-qualification process works to assemble current and accurate information into a single, useable package and format it such that potential buyers can have it readily available for review immediately upon showing interest in a site. Since this information has been reviewed by the Technical Review Board for completeness, the potential buyer will achieve an increased level of detailed information to aid their decision-making.

No form of certification or review can eliminate the risks inherent to real estate development. The site certification process directs the gathering and assembly of data into a consistent and useable format. The review by the Technical Review Board is only for completeness and conformance with the standards listed and does not certify the accuracy of the included data.

What is a Certified Site?

A Kansas Certified Site is a parcel, or parcels, of land which:

- a local government or locally recognized economic development organization has completed a compilation of required data specific to the site, submitted such data to the Kansas Department of Commerce, and has reviewed the accuracy of such data;
- total 10 contiguous acres or more in size, are controlled by one entity, either public or private;
- are primarily to be marketed by the community and/or local economic development organization for business or industrial recruitment orexpansion;
- are not intended for retail or residential development;
- contain, at a minimum, a 6" water main, industrial capacity sanitary sewer, and three-phase, 12Kv electric infrastructure available to the property line of the site, and that has been cleared of dense forestation and underbrush and which is reasonably flat to the extent adequate developable space is available without excessive cut and fill effort;
- is listed on LOIS-LocationOne with complete and current community information or electronic application materials attached to the site page; and
- has achieved recognition and certification from the Kansas Department of Commerce.

Program Objectives

The Certified Sites program is designed to:

- establish a statewide inventory of CertifiedSites;
- improve Kansas' competitive edge by giving more certainty for businesses in locating and developing projects quickly;
- standardize and recognize one set of site-specific data that is most demanded by site selectors and developers;
- encourage local economic development organizations to control, invest and comprehensively analyze sites prior to client visitation; and
- demonstrate to a client that economic development organizations and/or government agencies are committed to promoting and expediting economic development projects.

Who may apply?

Those entities eligible to submit an application are:

- local city governments within which the property boundaries lie;
- local county governments within which the property boundaries lie; and
- locally or regionally recognized, andformally organized, economic development organizations.

Who are the Certified Sites program partners?

Kansas Department of Commerce, in partnership with Kansas Economic Development Alliance (KEDA), Evergy, BNSF, and any other utility or professional partner we have identified, who may serve periodically on the Technical Review Board.

What is the Technical Review Board?

A review board of five to 10 economic development professionals, including utility and certified community/economic development practitioners, will provide support and be responsible for review and approval of all Kansas Certified Sites program applications. Members of the Technical Review Board serve in a volunteer capacity. The review by the Technical Review Board is only for completeness and conformance with the standards listed and does not certify the accuracy of the included data.

The Technical Review Board makes reasonable efforts to ensure the information provided is complete and conforms with the standards listed. However, any user of this information is advised that the Technical Review Board and the Kansas Department of Commerce are not responsible for the continued currency of the information, for any errors or omission and/or for any consequences arising from the use of or reliance on the information in any and all settings. The Technical Review Board and the Kansas Department of Commerce make no representation, guarantee or warranty, express or implied, as to the accuracy of the information and specifically disclaim any liability to any party for the accuracy or completeness of the information or for any damages arising out of the use of or reliance on any of the information provided.

What does certification mean, and what does it offer?

The Technical Review Board will review the information provided by the applicant for completeness (the extent to which the materials provided satisfy the list of required data elements beginning on page 9 of this application) and standardization (the extent to which the materials provided satisfy the level of detail and relevance in a manner that would assist a site consultant or developer in their decision-making). The certification does not attest to the accuracy of the information. The certification of accuracy is provided by signature of the applicant and is accepted by the Technical Review Board as true.

Each certified site will be provided a logo that will indicate its achievement on LOIS-LocationOne. The logo will be restricted to use by Kansas Certified Sites and may be used by the community to actively market the site.

What does it take to maintain certification?

Certification is valid for a three-year period from the date listed on the certificate. The site sponsor submits an annual recertification application and an updated report on the first and second anniversaries of certification. At the third anniversary, a complete reapplication is required.

Can a previous site certification by another program be reciprocal?

At the discretion of the Kansas Department of Commerce, with input from the Technical Review Board, the state's certification designation may be extended to sites that utilize an outside consultant process to secure certification.

In these instances, the certification standards will be reviewed to verify they meet a standard comparable to the state's program.

Applicants seeking certification under this exception should contact the Program Manager to review details of the request and outline a process for submitting materials. In general, the submission process, marketing standards and related fees will be comparable to those outlined by the state's program.

What is the cost of certification?

The city, county, sponsoring economic development organization or any other local entity, public or private, is responsible for all costs to assemble information, data or any professional services required to be performed to complete the application. Professional services providers may include, but are not be limited to attorneys, real estate professionals, environmental specialists, engineers and/or laboratory analysts, and state agency fees related to issuing letters related to the environmental condition of the site. There shall not be a fee for applications submitted by entities represented via membership to the Kansas Economic Development Alliance (KEDA) until July 15, 2021. **A $250 processing fee will be charged to non-KEDA members.**

Certification Process

Certification is a three-step process. The first step is to submit a Notice of Intent. The Notice of Intent provides preliminary information regarding your agency and the site you propose to certify. It also provides proposed dates for full application submission. The Program Manager will advise the site sponsor of the review date. An Application for Certification is required no later than 30 days prior to the review date. The purpose of the Notice of Intent is to establish a calendar of review dates for specific applicants. Applicants will be requested to be accessible by phone on the review date to provide input, clarification and information to the review board.

Quarterly Review Dates (approximate):

- March 15
- June 15
- September 15
- December 15

The Technical Review Board encourages all applicants to complete Application for Certification within one year of the Notice of Intent.

Step One

- Complete the Online Certified Sites Notice of Intent.
- Attach at least one of the required documents.
- Proposed Application for Certification Submission Date should occur within 1 year.

Step Two

- Start the Online Certified Sites Application
- Complete the items listed in the Program Requirements Checklist and upload to the Online Application.

- If during the review of the Application for Certification the Technical Review Board needs additional information, the Program Manager will contact the applicant and request the information. To the extent possible, additional information requests should not interfere or change the review date for certification. If there is a change in the review date, the applicant will be notified.

Step Three

- If the application gains an approval, a certificate and letter will be sent to the applicant to inform them of this action. In addition, the following will apply:
  - The site will be denoted as a Kansas Certified Site on LOIS-LocationOne; on the Kansas Department of Commerce web site; and recognized at the annual KEDA fall conference.
  - The site will be provided access to a brand/logo designating it as a Kansas Certified Site and for use exclusively by such sites. It is expected that the community market the site effectively beyond solely the use of LOIS-LocationOne. The logo may be used in any and all other marketing efforts.
- Applications will be rejected after the program manager and Technical Review Board have completed their review and the application still does not meet the completeness and standardization goals outlined.

Step Four

- For two subsequent years, submit online a completed Certified Sites Renewal Application

- Renewals can be completed for Years 2 & 3. If the property has not been sold after 3 years, a new Application will be required.

Kansas Certified Sites Application Instructions

- All parts must be complete for consideration.
- All documents submitted must contain the Reference Number as indicated below.
- Please note that professional service providers may be needed in order to complete the level of documentation required.
- The costs of all professional services or costs of compilation of materials for the application are the responsibility of the applicant.
- Financial assistance may be available for parts of the application from various state and federal sources. The Kansas Department of Commerce may provide technical assistance to applicants as is available.
- There are five sections of information to be compiled and presented as part of the Certification Application process:
  - Ownership Information
  - Property Information
  - Environmental and Cultural Information
  - Access Information
  - Community Information
- All information submitted must be:
  - Organized by Section with Program Requirements and responses outlined on leading pages, followed by any necessary exhibits pertaining to the Section.
  - Identified as each of the Program Requirements and exhibits by the reference number.
  - Electronic submissions shall be submitted as a single file for each of the five sections.
  - Labeled by section and reference number as denoted in this manual and on the Comprehensive Resources Guide template.

1. Ownership Information

Reference Number	Information Requested	Suggested Source or Response
1.1	Provide the name, address and phone number of the legal property owner of record. Include in this section a detailed locator map with the site for which certification is sought clearly defined.	On the applicant’s letterhead, provide the requested information along with an aerial map of the location. Include a close up of the site with the boundaries outlined along with second map providing a more regional perspective.
1.2	Include a letter from the property owner stating fixed sale price; if applicable, note any option or first rights to purchase the property.	This should be provided on the property owner’ letterhead.
1.3	Provide evidence of clear title to the property through a Certificate of Title prepared by a title company, licensed abstractor, or attorney; or	This document should be provided by a title company, licensed abstractor or attorney. A Certificate of Title is not required if title insurance or a title opinion is provided.
1.3.1	A copy of the title insurance or a Title Opinion signed by a licensed attorney can also show evidence of Clear Title;	
1.4	Provide documentation of all easements, liens, rental contracts, or other physical or legal encumbrances associated with the property; and	Provide a written summary of these items. A separate map depicting easements, rental agreements, etc. should also be provided.
1.4.1	Provide a sealed copy of the boundary survey performed by a licensed Kansas land surveyor or engineer	
1.4.2	Provide the name and contact information for the entity conducting the boundary survey	
1.4.3	Provide documentation of all easements, liens, rental contracts, or other physical or legal encumbrances associated with the property:	
1.5	Indicate if plans are underway to annex the site into an existing incorporated city if presently located within a county jurisdiction.	Provide documentation from the governing jurisdiction. If plans are underway to annex the site by a municipality, provide documentation of that projected timeframe by the city.

2. Property Information

Please note certain features within the boundaries of a Kansas Certified Site may be restricted from the certification. These areas include, but are not limited to heavily forested areas, steep ravines, delineated wetlands, floodplains, lakes and pre-existing developments.

Reference Number	Information Requested	Suggested Source or Response
2.1	Provide the following parcel details:	
2.1.1	☐ Name of site, if applicable; ☐ Address of site (street number if it exists or best available information); ☐ Parcels legal description ☐ GPS coordinates at approximate center of site or designated entry way; ☐ Plat map or boundary survey.	Provide a Plat map with the requested items noted. The boundaries for the site should be delineated. This may be available from the owner, surveyor or county officials.
2.1.2	Parcel size in acres from deed(s), or as recorded by County Appraiser.	Provide documentation from the county appraiser.
2.1.3	Provide site specific aerial photo on which the site boundaries have been drawn. A clear photo from GIS or other common sources may be substituted. Image should cover a half mile radius around the property. ☐ Must include date of photograph. ☐ Sufficient detail to show large existing surface features such as homes, outbuildings, tree and brush lines, etc. ☐ Photo should provide directional orientation (which may be hand-written onto the document).	Provide an aerial photo (preferably less than 2 years old) with the requested items noted. The boundaries for the site should be delineated. This may be available from the owner, surveyor or county officials. As a last resort, a Google Earth Map may be provided.

2.1.4	Provide the most current U.S. Geological Survey topographical map showing the site and surrounding areas. On this map, • draw the boundaries of the site and if applicable, indicate with subordinate boundary lines, • that portion of the full site for which certification is sought. • Hand-drawn boundary lines are acceptable with reasonable attention to accuracy. Please make all site maps and related boundary information throughout the application consistent with the boundaries shown on this map. • When possible, calculate the average change in slope within the site's boundaries.	Quad maps are available at http://nationalmap.gov/ustopo Hand-drawn boundary lines are acceptable with reasonable attention to accuracy. Please make all site maps and related boundary information throughout the application consistent with the boundaries shown on this map. The site's average slope may be available from the property owner, surveyor or county mapping officials.
2.1.5	Include record of the current tax millage rate and current tax amount for the site and parcel CAMA number(s) for the site. Include a list of the various taxing districts pertinent to the site and indicate the total utility sales tax that would be assessed to consumers located on the site.	Provide documentation from the county appraiser.
2.2	Provide the following about the sale or lease of the property:	
2.2.1	Sales price or lease rate per square foot or acre;	This should match the information provided in Section 1.2.
2.2.2	Total asking price (or annual lease rate and term of lease) for the parcel being listed;	
2.2.3	Documentation designating real estate agent or person representing property owner including any listing agreement, lease agreements or rights of first refusal.	If the property is for sale by owner, provide documentation of this status. It is still important to note any contractual obligations regarding the listing, leases, and rights to first refusal or other conditions attached to the site. This documentation should be provided by the owner or designated real estate agent.

2.2.4	Any additional information regarding easements, covenants, leases or licenses necessary to develop or use the site.	
2.3	Provide the following about the property's zoning designation:	Provide the information as requested. If zoned, provide the contact information for the site's chief zoning official.
2.3.1	Provide the name of the current zoning district, and governing jurisdiction.	
2.3.2	Provide a copy of the zoning regulations detailing development requirements for the parcel; or if there is no zoning district, provide a copy of any applicable development requirements. This may include Conditions, Covenants and Restrictions (CC&Rs), Conditional Use Permit (CUP), Planned Unit Development (PUD), etc.	This information will be available from the chief zoning official. If the zoning and development regulations are on the jurisdiction's website, provide a copy of that link. The property must be appropriately zoned to successfully complete the Certified Site requirements.
2.3.3	Provide a copy of any special overlay district regulations or requirements, if applicable.	

3. Environmental and Cultural Information

Reference Number	Information Requested	Suggested Source or Response
3.1	Phase 1 Environmental Site Assessment (ASTM)	Provide the documentation as outlined. To obtain a Phase I, an outside consultant may be used. Applicants are encouraged to see if the site is eligible for the free KDHE program. You may choose to participate in a program offered by Kansas Department of Health and Environment, Brownfields Program, 1000 SW Jackson, Topeka, KS 66612 (785) 291-3246
3.1.1	Provide name and contact information of entity conducting Phase I Environmental Assessment.	
3.1.2	Provide a copy of the Phase I Environmental Assessment Report developed by a qualified professional in the environmental field. The report should be less than two years old prior to submission of the full application materials and must be in conformance with the most current EPA-approved ASTM Standard version.	
3.1.3	If the Phase I Environmental Assessment (ESA) indicates the presence of a Recognized Environmental Condition (REC) on the subject site, the Kansas Brownfields Program may conduct additional investigations, Phase II and III ESAs, and or conduct small brownfields cleanup actions for eligible properties.	If a Phase II is not required, simply note that for the remaining sections and continue with the application. If additional work is needed, the applicant may again want to utilize the free KDHE program or hire an outside consultant.
3.1.4	If no RECS are identified during the Phase I ESA, no further action is necessary.	
3.1.5	Owners may also want to consider added scope considerations which can be completed concurrently with the Phase I ESA. Those include:	These are not required, however if there is a potential for them on the site, they will assist future prospects in evaluating the site. Applicant should note if they have been undertaken. KDHE's Brownfields Program may be able to provide assistance with the site review.
3.1.5.1	National Emissions Standards for Hazardous Air Pollutants (NESHAP) Asbestos Survey	
3.1.5.2	Lead Based Paint (LBP) Survey	
3.1.5.3	Mold Survey	
3.2	Phase II Environmental Site Assessment (ASTM)	Provide the documentation as outlined. To obtain a Phase II, an outside consultant will be necessary; the Phase I ESA consultant may be used. Applicants are encouraged to see if the site is eligible for the free KDHE program.
3.2.1	If the Phase I ESA indicated the presence of RECs on the site, provide the name and contact information of the entity conducting the Phase II Environmental Assessment;	

3.2.2	Provide a copy of the Phase II Environmental Assessment Report developed by a qualified professional in the environmental field. The Phase II ESA shall indicate, at minimum, the following:	
3.2.2.1	Discussion on investigation results, analytical data that demonstrates the presence of contaminants of concern, in addition to recommendations for further assessment or cleanup.	
3.3	Alternatives to Further Investigation and/or Remediation	Provide the documentation as outlined. If none of these measures are undertaken, simply note that in the application and move on. Kansas Brownfields information may be obtained from KDHE at https://www.kdheks.gov/brownfields/index.html.
3.3.1	If funding and eligibility allows, the Kansas Brownfields Program may conduct additional phases of investigation or small cleanups.	
3.3.2	If ACBMs are identified at the subject property, the Kansas Brownfields Program may provide for the abatement of those ACBMs.	
3.3.3	Identified contamination exceeding regulatory standards may be addressed by the Kansas Brownfields Program or voluntarily through the KDHE's Voluntary Clean-up and Property Redevelopment Program (VCPRP).	
3.3.3.1	If the Brownfields Program addresses the contamination, it could be funded through the program.	
3.3.3.2	It the VCPRP is chosen, eligible participants hire their own consultant, conduct any investigation or cleanup with state oversight. The participant or voluntary party provides the necessary funding.	
3.4	Regional Air Quality	Kansas Department of Health and Environment, Bureau of Air, (785) 296-1551. As of August 2017, only a small portion of Saline County has been designated for nonattainment. The remainder of the state is within attainment standards.
3.4.1	State whether the site is in an ozone and PM2.5 nonattainment area	
3.4.2	Document prevailing wind direction from the nearest reporting station.	Per the Kansas Climatologist: The prevailing wind direction for the state is from the south.
3.5	Wetland or Waters of the U.S. Boundaries	Provide the documentation as outlined. This

3.5.1	Provide a copy of the U.S. Fish & Wildlife Service National Wetland Inventory map showing the limits of any wetlands or other environmentally sensitive areas on the parcel.	online tool may be of assistance. www.fws.gov/wetlands/data/mapper. html The region's Metropolitan Planning Organization or Natural Resources Conservation District may also be able to assist.
3.5.2	If a wetland or other environmentally sensitive area is indicated by the National Wetland Inventory Map, indicate in writing how the area will be incorporated into development of the site; and,	
3.5.3	Provide documentation that the U.S. Corps of Engineers and any other applicable agencies have reviewed and indicated a wetland may be present on the site.	If there is a Corps lake in the region, a contact there might be helpful. Otherwise, contact www.nwk.usace.army.mil.
3.6	Flood Plain Boundaries	Provide a letter from the city as required.
3.6.1	Provide documentation that the city or county is a member in good standing of the National Flood Insurance Program, if applicable; and	
3.6.2	Provide a copy of an updated Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) for the parcel and surrounding areas.	These maps are available from FEMA, or the county or city planning office. https://msc.fema.gov/portal/ home or
3.6.3	Provide a copy of the Flood Plain Development Ordinance for the city or county.	The county or city planning office can provide this information.
3.7	Threatened or Endangered Species Review	Provide the documentation as required. Assistance can be obtained from https://ksoutdoors.com/Services/Threatened-and-Endangered-Wildlife.
3.7.1	Provide a copy of documentation submitted to the U.S. Fish & Wildlife Service or the Kansas Department of Wildlife, Parks and Tourism and a copy of their response identifying both the presence and species of state and federal threatened and endangered species within the boundary of the parcel, or absence thereof.	
3.7.2	If threatened and endangered species are identified by governing agencies, species identification and delineation need to be completed by a qualified biologist and reviewed by the appropriate authority to determine any development restrictions or mitigation measures.	Provide documentation as needed.
3.8	Archeological and Cultural Resources	Provide the documentation as required. Assistance can be obtained from https://www.kshs.org/p/historic-preservation-laws/14658.
3.8.1	Provide a copy of documentation submitted to the Kansas State Historic Preservation Office (SHPO) and a copy of SHPO's response regarding the likelihood of significant archeological or historic resources at or on the site.	
3.9	Seismic Activity	Provide the documentation as required.

3.9.1	If a seismic event of 2.5 and above on the Mercalli Scale has been reported within one mile of the site within the past 10 years, please provide details of the seismic activity.	Assistance can be obtained from www.kgs.ku.edu/Geophysics/Earthquakes.
3.10	Karst Topographical Conditions	Provide the documentation as required. Assistance can be obtained from www.kgs.ku.edu.
3.10.1	If the site is located in or near an area of known prominent karst topography, provide information regarding the presence of caves, sinks or other such features also including known abandoned underground mine shafts within one mile of the site.	

4. Access Information

<table>
<tr><th>Reference Number</th><th>Information Requested</th><th>Suggested Source or Response</th></tr>
<tr><td>4.1</td><td>Site Access</td><td rowspan="3">Provide a summary of the access questions detailed.

An annotated map may be included.</td></tr>
<tr><td>4.1.1</td><td>Provide a summary that includes the following:
□ Width of roadway(s) and indicate cross roads either by listing or as shown on a map of the area;
□ Type (i.e. interstate, 4-lane highway with at-grade crossings, ‘SuperTwo- Lane’ highway, etc.);
□ Construction type (asphalt,gravel, concrete, etc.);
□ Is access controlled by stoplight or other means;
□ Condition of perimeter streets or roads and availability of access to the site from each of these streets;
□ Scheduled improvements.</td></tr>
<tr><td>4.1.2</td><td>Provide the name and contact information of all agencies responsible for the review and permitting of access to the site.</td></tr>
<tr><td>4.2</td><td>Rail Access</td><td rowspan="2">If rail is not available and the applicant does not intend to market the site as having rail available, this initial documentation is all that is required.</td></tr>
<tr><td>4.2.1</td><td>If no immediate access to rail is in place, please note that no service is provided.</td></tr>
</table>

4.2.2	If a Class 1 railroad or a short line railroad can serve the site, please provide a letter from them detailing whether the site can be classified as rail served or rail accessible. □ A rail-served site has existing rail and must be further classified into Active, Inactive or Rehab required. Active track is a facility that is currently receiving service or has received rail service within the past six months. Inactive is track that has not received service within the past 12 months and requires minor track repairs. Rehab is any track that has not had service in several years and requires a significant amount of rehabilitation. □ A rail-accessible site requires construction of new track and mainline switch for rail service to the site. □ Whether a site is considered rail served or rail accessible, the transportation provider should include a ballpark estimate for re-establishing full service to the site. (Please note any Provide information for new customer/ track extensions or additions about the required approval through the railroad's formal process and typically including the implementation of appropriate track agreements.)	If the applicant intends to market the site as rail served, the railroad must provide a letter supplying the information outlined in the application. If the site is considered rail served or rail accessible, the transportation provider should include a ballpark estimate for re-establishing full service to the site. Provide information for new track extensions or additions about the railroad's formal process including the implementation of appropriate track agreements.
4.3	Air Service Access	Provide a summary of this information for both the closest local airport and the nearest airport with scheduled passenger service. This should also include one of the three metro airports -- Kansas City International, Wichita Dwight D. Eisenhower National Airport and Denver International.
4.3.1	Provide the name(s) of the nearest airport and nearest airport with scheduled commercial (passenger) airline service, including information about air carriers, and all such airports within approximately two hours driving time of the site.	
4.3.2	For each, provide details on the type of airport, including: Miles to site; Length of runway, paving; and Night landing capability (lighting); and Fuel type(s) sold.	This information can be obtained from each airport operator. This web site also provides summary information: www.airnav.com.

4.4	River Port Access	If the site does not have direct access to a river port, note that in the application and move on. If it does have direct access, obtain the requested information from the appropriate port authority.
4.4.1	Does the site have direct access to a nearby river port facility? If so, provide the name of the facility, the river on which it is located, the mile marker of the port's location, the name and contact information of the port operating company or authority and the name and contact information for its chief officer.	
4.4.2	If such direct access exists, provide a description of the route, transportation mode(s) to and distance to the port facility from the subject industrial park site.	
4.4.3	Provide specific information pertaining to the port facility including capacity, months of operation, dock frontage, barge companies, turning radius available and any other information available such as guaranteed minimum water depth, rate of water current, etc.	
4.5	Parcel Boundary Survey	Provide a copy of the sealed report and be sure to include contact information for the surveyor conducting the survey.
4.5.1	Provide a sealed copy of the boundary survey performed by a licensed Kansas Professional Surveyor.	
4.5.2	Provide the name and contact information for the entity conducting the boundary survey.	
4.6	Fire Insurance Rating	Have this information provided by the local fire department on their letterhead.
4.6.1	On official fire department or district letterhead provide the name and contact information for the local fire department or district.	
4.6.2	Provide the Fire Insurance Rating (ISO) for the site and any changes in the past two years.	
4.6.3	Provide the distance measured from the site to the nearest fire station.	

4.7	Utilities	This may be created for the site once all the utility information is gathered.
4.7.2	Electric Service; please provide the following on the electric utility's letterhead: □ Provider name and contact information; □ A map of the line(s) and type(s) serving the site; □ Distinguish between operating capacity and available capacity; If no service exists, the utility must provide documentation outlining the process for providing service to the site. This includes a timeframe, funding plan and estimate of costs.	Have the electrical provider supply the information requested in the application. If service to the site is projected, it should be done so at a level necessary based on the site's full development.
4.7.3	Natural Gas; please provide the following on the gas service utility's letterhead: □ Provider name and contact information; □ Verification of their ability to service the site; □ When possible, include: □ A map of the line(s) size at the site with the following information (or attach to map): o PSI and BTU at the site o Capacity of the gas system in MCF; o Any excess capacity of gas system in MCF, if information is available. If gas service does not exist, the district or utility must provide documentation outlining the process for providing service to the site. This includes a timeframe, funding plan and estimate of costs.	Have the natural gas provider supply the information requested in the application. If service to the site is projected, it should be done so at a level necessary based on the site's full development. If a propane tank or onsite well is available, provide that information.

4.7.4	Water; please provide the following on the water district's letterhead: □ Provider name and contact information. □ Capacity of water system (gallons per day). □ Amount of excess capacity (gallons per day); □ A map of the line(s) size and PSI at site; □ Flow test at nearest fire hydrant(s) to the site; □ Submit copy of the latest water quality report (Consumer Confidence Report) for the water utility serving the site. □ If no service exists, the district or utility must provide documentation the process for providing service to the site. This includes a timeframe, funding plan and estimate of costs.	Have the water provider supply the information requested in the application. If service to the site is projected, it should be done so at a level necessary based on the site's full development.
4.7.5	Phone/Fiber; please provide the following on the service provider's letterhead. □ Provider name and contact information. o Statement of whether there is currently fiber optics at the site and if not, provide the distance to nearest fiber optic point in feet or miles. o Name of POP provider, if one exists; o Other attributes – T1 or T2 lines, commitment for Broad Band service to the community; o A map of the line(s) size at site and capacity. □ If no service exists, the district or utility must provide documentation outlining the process for providing service to the site. This includes a timeframe, funding plan and estimate of costs.	Have the phone and fiber provider supply the information requested in the application. If service to the site is projected, it should be done so at a level necessary based on the site's full development.

<table>
<tr><td>4.7.6</td><td>Solid Waste; please provide the following on the service provider's letterheads:
□ Collection provider name and contact information;
□ Name of landfill servicing community and contact information;
□ Life of landfill servicing community– provide written statement of projected landfill life provided by the landfill operator;
□ Statement of whether the nearest landfill provider is publicly or privately owned;
□ Statement of whether there are any restrictions on the type of waste that can be deposited in the landfill, and if so explain.</td><td>Have the solid waste provider supply the information requested in the application.

If service to the site is projected, it should be done so at a level necessary based on the site's full development.</td></tr>
<tr><td>4.7.7</td><td>Sanitary Sewer; please provide the following on the district or utility's letterhead:
□ Provider name and contact information; Capacity of sewer system (gallons per day);
□ Excess capacity of sewer system (gallons per day);
□ A map of the size of line and available capacity of the line at the site;
□ Copy of the most current wastewater quality or compliance report for the wastewater utility serving the site.
□ If no service exists, the district or utility must provide documentation outlining the process for providing service to the site. This includes a timeframe, funding plan and estimate of costs.</td><td>Have the sanitary sewer provider supply the information requested in the application.

If service to the site is projected, it should be done so at a level necessary based on the site's full development.</td></tr>
<tr><td>4.7.8</td><td>Storm Sewer; please provide the following on the district, utility or site owner's letterhead:
□ Provider name and contact information;
□ Is provider a KDHE regulated MS4;
□ A map of the existing system.</td><td>If the storm sewer system would be designed as part of development, indicate that in the application along with the contact information for the creation authority.</td></tr>
</table>

5. Community Information

Reference Number	Information Requested	Suggested Source or Response
5.1	Post Office	
5.1.1	Provide the address of the U.S. Postal Service facility serving the site along with a list of available services and distance from the site.	Provide the information detailed in the application.
5.2	Freight Service	
5.2.1	Provide name and relevant information regarding all freight services from the site including national carriers and package delivery services such as UPS and FedEx.	Provide the information detailed in the application.
5.3	Emergency Medical Response	
5.3.1	Provide the name of the entity that would provide emergency medical services at the site, including the name of the public or private ambulance/EMS Responder and the name and contact information for the chief official of the district or company(s).	Have the local EMS provider and hospital administrator supply the requested information on their letterhead.
5.3.2	Provide the name and size of the nearest hospital and services it provides. Also provide the name and location of the nearest Level 1 Trauma Center and its distance from the site.	
5.3.3	Provide information regarding available air ambulance providers and the name of the hospital to which air ambulance most usually delivers patients and its distance from the site.	
5.3.4	Provide information regarding the available 911 communications serving the site. Information should include the name and contact information for the responsible agency and its leadership and the level of 911 service provided (i.e. “enhanced 911, text 911”, etc.).	Have the local 911 service provider to supply the requested information on their letterhead.
5.4	Building Department	
5.4.1	Provide the name and contact information for the building department or agency responsible for plan approval and permitting for construction purposes.	Have the local building official supply the requested information on their letterhead.
5.4.2	Provide information regarding the current adopted codes and related fee schedule	

5.5	Police Protection	Have the local police chief or sheriff supply the requested information on their letterhead.
5.5.1	On the appropriate police or sheriff's department letterhead: provide distance (miles) to the nearest police/sheriff's office or station to the site;	
5.5.2	A statement regarding the capacity of the police force; officers per capita; officers per square mile;	
5.5.3	Provide name and contact information for the chief officer of the local law enforcement organization that provides service and protection to the site.	
5.6	Local Support	Have the elected official supply the requested information on their letterhead.
5.6.1	Provide a letter of support from the chief elected official of the governmental jurisdiction in which the site is located at the time of application submission supporting the marketing and development of the property.	
5.7	LOIS-LocationOne	Include a copy of the site's brochure from LOIS-LocationOne.
5.7.1	Provide evidence in the form of a copy of the site's listing on LOIS-LocationOne showing that information has been updated and includes a photo of the site.	
5.8	Site Marketing Plan	Provide the information requested in a summary noting each section.
5.8.1	Provide a copy of the marketing plan for the site for which certification is being sought. It must contain at a minimum:	
5.8.1.1	Indicate which industry types or tenants are targeted for the site location.	
5.8.1.2	Indicate if a specific company, already located adjacent to the site or within your service area is seeking to expand pursuant to your submission of Kansas Certified Sites application.	
5.8.1.3	Indicate what tools are being used to market the site in addition to LOIS-LocationOne: i.e., brochures, signage, advertising (on-line or other print), professional staff outreach, etc.	

5.8.1.4	Indicate the name of any other organization, public or private which may be assisting your organization's site marketing, i.e., The Greater Wichita Partnership, Kansas City Area Development Council, Kansas Department of Commerce, Western Kansas Rural Economic Development Alliance, local energy utility development department, commercial realty company, etc.	
5.8.1.5	Indicate the name of the private consultant, commercial realty company or developer which has responsibilities for representation of and/or marketing for the site for which certification is being sought.	
5.9	Workforce	Provide the information requested in a summary noting each section.
5.9.1	Provide a list of largest employers nearby and the distance from the site. Include company name, industryand the number of employees for each employer listed.	
5.9.2	Provide a list of recent project announcements of firms entering the market or expanding operations and the distance from the site.	
5.9.3	Provide a list of recent closings, layoffs or union actions.	
5.9.4	Provide workforce population estimates for the laborshed and define the area considered the site's laborshed.	
5.9.5	Provide employment statistics for the area detailing labor force, employment, unemployment and unemployment rate for the last five years.	
5.9.6	Provide a list of the universities, community colleges, vocational programs and technical schools that serve the area along with their proximity to the site. Detail information regarding the availability of employer training programs.	
5.9.7	Provide a list of the public schools and districts near the site along with their total enrollment, average ACT score and high school graduation rate.	

<table>
<tr><td>5.10</td><td>Miscellaneous/Optional</td><td rowspan="2">Provide the information requested in a summary.</td></tr>
<tr><td>5.10.1</td><td>Provide other data that would offer potential investors a more complete background of the parcel.
Examples include:
- Research on the availability of financing mechanisms, local incentive programs and other information pertinent to the sale or development of the property.
- Information regarding neighboring developments, companies or employers, and geographic features pertinent to the development could also be included.
Information regarding nearby military installations should also be provided.</td></tr>
</table>